

Translation Requirements Checklist

All "Vital" documents must be translated to Spanish and Hmong within thirty days of the time the English document is approved. To determine whether or not a document is a vital document, you need answer "yes" to only one of the questions below:

Yes No

- ☐ ☐ The form must be completed and signed by a customer.
- ☐ ☐ The publication contains information the customer is required to know.
- ☐ ☐ The publication contains the customer's rights and responsibilities when receiving benefits.
- ☐ ☐ The publication contains rules, regulations, or laws that must be followed in order to receive benefits.
- ☐ ☐ The form is required to obtain benefits.
- ☐ ☐ The document informs a customer of eligibility.
- ☐ ☐ The document informs a customer of any change in benefits.
- ☐ ☐ The document requires a response from the customer.
- ☐ ☐ The document contains medical discharge information.
- ☐ ☐ The document is a notice informing the customer of something that is happening with their case.

Analyst Name	Date
--------------	------

If this checklist determines that the document you are creating needs to be translated, contact the AFC in your bureau. The AFC will review the document, make sure it has bureau, division and department approval. The AFC will then send the English version to the printer (if required), send it to an approved translator(s), and have the translation(s) reviewed, preferably by someone whose first language is the language in the document and who is familiar with the program(s) referred to in the document.

Translations Completed <input type="checkbox"/> Spanish <input type="checkbox"/> Hmong <input type="checkbox"/> Other:	Date Completed
Signature	Date Signed